



Policy: 4007
Procedure: 4007.14
Chapter: Emergency Services
Rule: Death

Effective: 5/7/08
Replaces: 3100.07
Dated: 07/14/00

Purpose:

Arizona Department of Juvenile Corrections (ADJC) shall ensure all personnel comply with the laws of the State of Arizona and shall ensure the proper investigation and notification of family and ADJC employees in the event of a death that occurs within the confines of a secure facility or as a result of an event at a secure facility.

Rules:

1. Within the confines of a secure facility and in the event of a situation in where a life threatening injury and/or circumstance occurs that could result in death, **EMPLOYEES AND THE QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall begin rescue efforts and not end them until:
 - a. 911 has been called; and
 - b. The Emergency Medical Team/Paramedics take over the rescue efforts; or
 - c. The patient has been taken to a hospital to be examined by a medical provider.
2. When a death occurs, of a juvenile, employee and/or visitor, the **OFFICER-IN-CHARGE (OIC) OR DESIGNEE** shall ensure the following are notified:
 - a. Director;
 - b. Deputy Director;
 - c. Medical Director;
 - d. Clinical Director;
 - e. Chief Administrator of Safe Schools;
 - f. Nursing Program Administrator;
 - g. Facility Correctional Registered Nurse Supervisor II;
 - h. Facility Superintendent/On-Duty Administrator; and
 - i. Chief Administrator of Inspections and Investigations Division (IID) and/or designee.
3. If the pronouncement of death occurs at the facility by the paramedics (there are no vital signs and obvious death has occurred) or afterward at the hospital, regardless of circumstances or cause, the **FACILITY SUPERINTENDENT** shall ensure that:
 - a. IID is notified;
 - b. Assistance is provided to investigators as needed and in accordance with Procedure 1160.02 Criminal Investigations.
 - i. The **IID** shall:
 - (1) Investigate the incident; and
 - (2) Notify the next of kin.
 - ii. The **CHAPLAIN AND/OR DESIGNEE** shall be available to IID to assist if required in notification of next of kin.
 - c. All notifications and notification attempts are documented.
4. The **CHIEF ADMINISTRATOR OF SAFE SCHOOLS OR DESIGNEE** shall activate the Critical Incident Support Team in accordance with Procedure 4250.04 Critical Incident Support Team for the benefit of employees, juveniles, and families involved in or adversely affected by the death.

5. The **QHCP**, in the event of an ADJC juvenile's death in the secure facility, shall notify the Correctional Registered Nurse Supervisor (CRNS). The **CRNS** shall notify or have the on-duty **QUALIFIED HEALTH CARE PROVIDER (QHCP)** notify the following:
 - a. The Chief Administrator of Safe Schools;
 - b. The Mid-level Provider;
 - c. The Medical Director; and
 - d. Nursing Program Administrator.
6. If the deceased is a juvenile in ADJC care and custody, the **MEDICAL DIRECTOR OR DESIGNEE** shall ensure:
 - a. A Mortality Review Committee is assigned to review the death in accordance with Procedure 4250.03 Suicide Prevention – Mortality Review Process;
 - b. Reports required by ADJC and Health Services Policy and/or Procedures are completed.
 - i. The **CRNS OR DESIGNEE** shall complete Form 3070.03A Post Mortem Check List and Form 3070.03B Post Mortem Review, as required;
 - ii. The **MEDICAL DIRECTOR OR DESIGNEE** shall complete the Form 3070.03C Physicians Post Mortem Report.
1. The **CRNS II OR DESIGNEE** shall supervise the completion of the juvenile's medical record which includes:
 - a. Subjective/Objective/Assessment/Plan (SOAP) by CRNS II, Physician, and/or Health Provider in attendance; and
 - b. Discharge procedure to close the medical record file and document release of the body;
 - c. Ensuring the chart is sealed and not released to anyone except IID or Legal Systems Division.

Signature Date

5-7-08

Approved by

John Dempsey, Inspections & Investigations
Chief Administrator

Effective Date

5/7/08

Approved by

Michael D. Branham, Director